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3. Submit paper thesis, dissertation, or selected project to committee for final approval.
4. Complete and obtain signatures on Page 2 of the Approval for Final Dissertation, or Thesis ([ADV Form 8d](#))
 - o **ALL** department, college, and committee signatures on ADV Form 8d are **REQUIRED**.
5. Review the ETD Tutorials on the Software Training website. There are two play lists, one for PC users and one for Mac users.
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Topics covered:

Headings

Page Numbering

Generating an Automatic Table of Contents

Converting to PDF (2 methods)

6. Convert document to a .pdf file using Adobe Acrobat.
 - o Embed all fonts in the PDF
 - o **Failing to embed all fonts** will result in many font errors in a printed and bound document. ALWAYS use Adobe Acrobat to convert to PDF!! All fonts must be embedded.
 - o The Software Training Office in the Library, located in the Media Center 4840 HBLL (801 422-1353) has computers with Adobe Acrobat and staff trained to assist in converting files to PDF.
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